

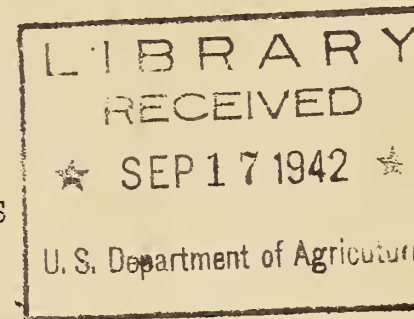
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June 1942

UNITED STATES DEPARTMENT OF AGRICULTURE
U.S. Agricultural Marketing Administration



MANUSCRIPTS FOR OUTSIDE PUBLICATION AND SPEECHES

Articles

Articles for outside publication must be approved by the Marketing Reports Division. The ribbon copy of the manuscript and two carbons (one on yellow paper for the Department's Office of Information) must be submitted. The carbons will be retained unless material changes are made; otherwise they will be returned for correction to the writer with the ribbon copy, on which the suggested changes will be indicated. The ribbon copy will be returned in any case, accompanied by the permit sheet duly signed. When the letter transmitting the article to the publisher is cleared through the Visé Unit, it should be accompanied by the permit sheet, attached to a carbon copy of the article and any correspondence relating to it. Such attachments will expedite handling. If the outgoing letter is not mailed under frank and is not viséed, the carbon copy of the manuscript and the initialed permit sheet should be sent direct to the Administration files by the author. (Note: Four copies of the article should be typed in addition to such copies as the author wishes to retain.)

When manuscripts for outside publication are submitted to the Marketing Reports Division for review, they should be accompanied by an informal note showing appropriate approval within the Branch, the author's name and designation, whether the article is to be signed when printed, name of journal that will probably publish it, and whether compensation will be received. If compensation is expected a statement should be made that work was done outside of office hours. A reasonable time must be allowed for approval.

If the Department library service doesn't receive the magazine in which the article is printed, it would be well to send a copy to the Marketing Reports Division for filing in the library. In any case, however, the author should send to the Bulletin Editor an exact citation, including page number, and title of the article as finally printed.

Speeches

Speeches are reviewed in accordance with accepted procedure. Members of the Administration in Washington who have been authorized to address audiences should send, through their Branch Chief, three copies of the proposed address to the Chief of the Marketing Reports Division. Reasonable time should be allowed for approval.

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One copy should be an original, which will be cleared as promptly as possible and returned with the permit sheet through the Branch Chief. One copy should be on yellow paper, which will be sent to the Office of Information of the Department in compliance with Department regulations. The third copy will be used for abstracting information for use in press releases and for other purposes and will be kept on file in the Marketing Reports Division.

Typed manuscripts for speeches should be double spaced. In addition to the title of the speech and name and official title of the speaker they should show the name and place of the meeting and date of delivery. (See sample below for form.) If the speech is to be mimeographed, that fact should be stated when it is submitted for review.

Although it is not required that speeches for delivery by the field staff be reviewed by the Marketing Reports Division, that division will be glad to do so if so requested and if ample time is allowed. Some Branch Chiefs, however, require that speeches by their members in the field be approved by the Washington office of the Branch concerned.

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SAMPLE FOR FORM

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration

GRADES FOR PROCESSED FOODS IMPORTANT TO THE CONSUMER

By Paul M. Williams, Senior Marketing Specialist

Address, Annual Meeting, Consumers' League for Honest Labeling,
New York, N. Y., June 17, 1942